

10
TOP SECRET

OSA NOTIFICATION PROCEDURES
AND
CHRONOLOGY FOR MISSION [REDACTED]

25X1D

25X1A

1 Copy of 4 Copies

Handle via [REDACTED]
Control System

TOP SECRET

TOP SECRET
IDEALIST/TACKLE

HANDLE VIA [REDACTED]
CONTROL SYSTEM

Copy #1

25X1A

OSA NOTIFICATION PROCEDURES

AND

CHRONOLOGY FOR MISSION [REDACTED]

25X1D

1. The Control Center is the focal point of all intended missions from start to completion and/or cancellation. All maps, messages, directives and information pertinent to the mission are maintained here during the mission. The Control Center is manned continuously during an operation. All briefings from pre-alert through Go-No-Go are recorded on tape and retained for a period of 45 days.

2. Weather briefings are held daily whenever outstanding target requirements remain and approvals for missions have been received. Approximately 36 hours prior to a proposed mission, a complete weather briefing and order of battle discussion is held in the Control Center. These meetings are attended by the Assistant Director, OSA, or his authorized representative, along with Operations Officers of the IDEALIST program. If conditions are favorable, the necessary alert messages are sent. (Attachment D) After the weather briefing, the IDEALIST Operations Division informs the Control Center personnel of the time of the Mission Plan Briefing. Eighteen hours prior to take-off, the weather is checked again. A decision is then made to continue, delay or cancel. In the event of a delay or cancellation, the Control Center will send the required messages and make the required telephone notifications. (Attachment E) Four hours prior to take-off, a Go-No-Go briefing is held. The weather and the existing requirements are again checked. The Assistant Director, OSA, or his authorized representative, then makes the decision to go, delay or cancel. Messages are sent and telephone notifications are made. (Attachment F)

3. The Control Center has checklists that are completed by either sending messages or making telephone notifications and logging them, i.e., Take-off/Landing Checklist (Attachment G) and Abort/Emergency Checklist (Attachment H). In the event of an emergency, the first person notified (IDEALIST Operations Duty Officer) will direct the Operations Supervisor on duty of continued notifications.

25X1A

IDEALIST/TACKLE
TOP SECRET

HANDLE VIA [REDACTED]
CONTROL SYSTEM

TOP SECRET
IDEALIST/TACKLE

25X1A

HANDLE VIA [REDACTED]
CONTROL SYSTEM

[REDACTED] 25X1A

4. A complete listing of notification responsibilities of the Operations Supervisor on duty for IDEALIST missions is attached.

25X1A

IDEALIST/TACKLE
TOP SECRET

HANDLE VIA [REDACTED]
CONTROL SYSTEM

TAB_S

LISTING OF ATTACHMENTS

Attachment "A"	-	Definitions of key words	
Attachment "B"	-	Control Center SOP #1 - IDEALIST Mission Message Notification	
Attachment "C"	-	Control Center SOP #2 - IDEALIST Mission Telephone Notification	
Attachment "D"	-	TACKLE Alert Checklist	
Attachment "E"	-	TACKLE Cancel/Delay Checklist	
Attachment "F"	-	GO-NO-GO Checklist	
Attachment "G"	-	Departure and Landing Checklist	
Attachment "H"	-	Abort/Emergency Checklist	
Attachment "I"	-	Mission Plan Checklist	
Attachment "J"	-	Entries in Control Center Log Book	
Attachment "K"	-	Control Center SOP #12 - IDEALIST Mission Emergency Notification	
Attachment "L"	-	Attachment to Control Center SOP #12	
Attachment "M"	-	TACKLE/Mission [REDACTED] Checklist	25X1D
Attachment "N"	-	Statement by [REDACTED]	25X1A
Attachment "O"	-	Statement by [REDACTED]	
Attachment "P"	-	Statement by [REDACTED]	
Attachment "Q"	-	Message sent December 1963	
Attachment "R"	-	Memorandum: AD/OSA, Subj: OSA Overflight Mission Approvals	

25X1A

Approved For Release 2001/08/01 : CIA-RDP74B00836R000300100001-6

Next 1 Page(s) In Document Exempt

Approved For Release 2001/08/01 : CIA-RDP74B00836R000300100001-6

CONTROL CENTER
SOP NUMBER 1

IDEALIST MISSION MESSAGE NOTIFICATION

1. PURPOSE: The purpose is to establish procedures to insure that all Idealist Mission Messages are prepared and transmitted.

2. RESPONSIBILITY: It is the responsibility of the Operations Supervisor on duty in the Control Center to insure that the procedures outlined in this SOP are complied with.

3. PROCEDURES:

a. The Idealist Section will prepare all messages pertaining to any planned Idealist Mission.

b. Upon completion of Mission Messages the Idealist Section will hand carry completed messages to the Operations Supervisor on duty in the Control Center.

(1) The Operations Supervisor on duty in the Control Center will, upon receipt of the completed mission message, insure that all messages required for that particular phase of the mission (i.e. Alert, Mission Plan, Go-No-Go, Take-off and Landing) are accounted for.

(2) After the Operations Supervisor on duty in the Control Center has insured that all messages required have been completed, he will hand carry mission messages to the Signal Center, and request that a soft copy be made available after processing.

(3) After the Operations Supervisor on duty in the Control Center receives the processed copy from the Signal Center he will log the date time group and cite number of each mission message on the Control Center Mission Checklist.

(4) The Control Center Mission Checklist will be maintained in the Mission Folder.


Chief, Control Center, OSA

25X1A

CONTROL CENTER
SOP NUMBER 2

IDEALIST MISSION TELEPHONE NOTIFICATION

1. PURPOSE: The purpose of this SOP is to establish procedures to insure that parties designated by AD/OSA who are not on Idealist Mission Message distribution are notified of all planned Idealist Missions.

2. RESPONSIBILITY: It will be the responsibility of the Operations Supervisor on duty in the Control Center to insure that the procedures as outlined below are complied with.

3. PROCEDURES: The following procedures will be followed in the notification of interested parties of Idealist Missions by telephone:

a. Telephone calls will be made to parties indicated on the Control Center checklist (attachment 1), with the exception of [REDACTED] by means of Gray Phone only. 25X1A

b. Telephone notification to [REDACTED] will be made on Agency Red Line using format in attachment 2 using line number only.

c. The name of individuals contacted and time contacted will be entered on the Control Center checklist (attachment 1 & 2). In the event person contacted desires further notification or does not desire to be called on further notifications, appropriate entry will be made on the checklist (attachment 1 & 2).

d. All checklist will be filed in mission folders.

[REDACTED] 25X1A
Chief, Control Center, OSA

25X1A

Approved For Release 2001/08/01 : CIA-RDP74B00836R000300100001-6

Next 8 Page(s) In Document Exempt

Approved For Release 2001/08/01 : CIA-RDP74B00836R000300100001-6

CONTROL CENTER
SOP NUMBER 12

IDEALIST MISSION EMERGENCY NOTIFICATION

1. PURPOSE: To establish a procedure to insure the immediate notification of all persons designated by AD/OSA to be notified in the event of an emergency. See List Attachment #1.

2. RESPONSIBILITY: It is the responsibility of the Operations Supervisor on duty in the Control Center to insure that the procedures outlined in this SOP are complied with.

3. PROCEDURES: The following procedures will be followed in the notification of interested parties in the event of an emergency.

a. Notification during the normal work day to persons within OSA will be through the two digit phone. Those outside of OSA will be by means of Gray Phone only except to [REDACTED]

25X1A

b. Notification of [REDACTED] will be made on agency RED line limiting to what can be said over the RED line.

25X1A

c. Notification after duty hours will be to the designated persons and simply stating that we have an emergency on the mission running.

d. The names of individuals contacted and time contacted will be entered on the Control Center Check List (Attachment #1). In the event persons contacted desire further notifications, appropriate entry will be made on Check List. (Attachment #1).

e. All check lists will be filed in mission folders.

[REDACTED]
Chief, Control Center, OSA

25X1A

25X1A

Approved For Release 2001/08/01 : CIA-RDP74B00836R000300100001-6

Next 7 Page(s) In Document Exempt

Approved For Release 2001/08/01 : CIA-RDP74B00836R000300100001-6

This document contains information
relating to the national defense

IDA 1406-63

Copy 6 of 6

7 August 1963

MEMORANDUM FOR: Deputy for Field Activities,
Office of Special Activities

SUBJECT : OSA Overflight Mission Approvals

1. I should like to reiterate and make a matter of record my policy governing the final release authority for OSA overflight missions.

2. All missions will require a final release. If it turns out that I am not present at the go-no-go briefing, then the release will be referred to me whenever I might be available. In my absence Mr. Cunningham, Deputy Assistant Director, will assume this authority; and if neither of us is available, then you as Deputy for Field Activities have authority to make the release. In this event, it is very important that you are aware of the present political climate and situation. Do not hesitate to refer to higher authority or utilize liaison channels to insure the release remains in the best interests of the country.

3. I would like you to devise a suitable form which can be signed by the individual making the release and which thereafter would become a part of our permanent mission record. Please prepare for my review a draft of the form you would propose.

(Signed) J. C. LELFORD

JACK C. LELFORD
Colonel, USAF
Assistant Director
(Special Activities)

Distribution:

Cy 1 - E/FA/OSA	Cy 4 - OD/OSA
Cy 2 - AD/OSA	Cy 5 - ID/OSA
Cy 3 - DAD/OSA	Cy 6 - OSA/RB
EXO/OSA	

NOT TO BE RELEASED
OUTSIDE THE
OFFICE